ZIMPLATS
Member of the Implats Group

IDENTIFYING MANAGEMENT OF CHANGE – PLANT LEVEL (Non-Capital Projects)

If any question below has a Yes **answer, the Change Management Procedure must be followed.**

This checklist excludes capital projects:

Department:	**HR-SEAL**	**Initiator:**		**C MWARE**
		Yes	No	Problem created affecting safety, health, quality or environment & Actions to minimise these problems.
Alterations:				
1.	Change to gas installations.		✓	
2.	Change to electrical installations		✓	
3.	Change to machinery		✓	
4.	Relocation of machinery		✓	
5.	Installation of new machinery		✓	
6.	Changes to conveyer systems.		✓	
7.	Work on pressure vessels		✓	
8.	Digging/excavation below 1.2 meters.		✓	
9.	Demolition work.		✓	
10	Changes to extraction systems / pollution control equipment.		✓	
11	Changes to existing buildings / structures.		✓	
Operations and design:				
12	Changes to hardware or software control		✓	
13	Changes in process up or down stream.		✓	
14	Change in operation/maintenance procedures.		✓	
15	Change composition waste streams.		✓	
16	Alteration in noise, lighting, fumes dust etc		✓	
Chemicals:			✓	

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WARNING: Always refer to the Zimplats BMS website to confirm that this print is the latest version before use

17	Introduction of new chemicals		✓	
Safety Equipment & PPE			✓	
18	**New or additional PPE.**		✓	
Legislation & BMS Management System Changes:			✓	
19	Updates on legal requirements.		✓	
20	Changes to BMS system policy, standards & procedures.		✓	
Employees & Contractors				
21	New employees BMS induction & training	✓		
22	New permanent contractors.		✓	

Give a brief description of how the change will affect the surrounding process, areas and equipment:

- **Change management for Cecilia Kabunze from NPC to Mupani Village as Senior Chef and Tinomuda Manyange from Ngezi Village to Mupani Village as General Hand.**

Head of Section/Foreman:	**P. Mugweni**	**Date:**	**05/08/2026**
HOD	**K Jena**	**Date:**	**05/08/2026**

IMPLEMENTATION OF MANAGEMENT OF CHANGE.

(Non-Capital Projects.)

Department:	**HR -SEAL**	**Project Coordinator**	**P. Mugweni**					
No:	BMS Criteria:		Start / During			Completion:		
			Yes	No	N/A	Yes	No	N/A
General Process Criteria:								
1	Initial Risk assessment received from supplier/manufacturer.							
2	Departmental risk assessment updated to include new facility/process.							
3	Additional fire equipment in place and existing system evaluated to establish if it could maintain additional fire loading.							
4	Emergency plan updated to include new area/process.							
5	Emergency alarm audible in this facility.							
6	A PPE requirement identified and signs placed accordingly.							
7	Specific PPE requirements during emergencies identified, and emergency team notified accordingly.							
8	Demarcation and / or barricading of hazardous areas clear and coded.							
9	Occupational hygiene surveys i.e. light, noise & ventilation required and conducted.							
10	Pre-commissioning training given to employees by competent person and records kept thereof.							
11	Safe working procedure for new tasks in place covers normal, abnormal and maintenance steps.							
12	Planned job observation done on new work instructions prior to hand over from supplier/manufacturer.							
Electrical								
1	Electrical installations indicated and signage in place.							
2	DB boards labelled and marked.							
3	Electrical power points, lights, and light switches labelled and secured.							
4	Cable tunnelling securely covered, and loose cabling secured.							
5	Provision made for isolation and lock out of installations.							

6	Engineering department in possession of C.O. P's						
7	Operating personnel have been trained, and updated working procedures in place for normal, abnormal and maintenance phases.						

8	Operating manual supplied by manufacturer, and accessible to operating personnel.						
9	Electrical installations indicated and signage in place.						
	Gas Safety:						
1	Pipes colour coded to contents.						
2	Flow direction indicated.						
3	Critical valves clearly marked.						
4	Provision made for isolation of gas lines.						
5	Regulators suitable for gas type.						
6	Emergency procedures in place for gas related incidents.						
7	MSDS's available for products.						
8	Piping systems adequately supported and guided.						
	Machinery safety:						
1	All nip points and rotating parts guarded, and colour coded as required.						
2	Were guards not possible, barricading in place.						
3	Emergency switches accessible and in place.						
4	Working area demarcated in accordance with company standards.						
5	Stairways bolted and handrails secured.						
6	Kick plates in place on elevated platforms.						
7	All basement areas covered and identified as restricted areas						
8	Basement areas have spill protection in place and designed to contain large spills.						
9	Adequate and controlled drainage from these areas to reduce the risk of flooding.						
10	All nip points and rotating parts guarded, and colour coded as required.						
	Conveyer safety:						

1	Adequate guarding of idlers and drive areas.						
2	Guarding in place at head, tail and snub pulleys.						
3	Carrying and return belts guarded where practical.						
4	Trip wire and / or pull wires switches in place and easily identified.						
5	Start-up siren audible in all relevant areas.						
6	Cross over bridges provided for access.						
7	Walkways are even, non-slip surface and there is easy drainage of water from these walkways.						
8	Signage in place warning employees of the hazards of conveyers.						
Environmental considerations:							
1	Has the plant specific Environmental Impact Assessments been updated / created to make provision for the activity?						
2	Has the plant specific Environmental Objectives and Targets been updated / created to make provision for the activity?						
3	Has the plant specific Environmental Management Plan been updated / created to make provision for the activity?						
4	Has the necessary legal environmental approvals been granted?						
Approvals:							

	Name:	Sign:	Date:
Project Supervisor	**C Mware**		**05/08/2026**
Manager:	**P. Mugweni**		**05/08/2026**
SSD/SHEQ Department:	**I Maparura**		**05/08/2026**

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Pre-Use Safety Inspection
For New & Modified Equipment

Equipment			**Department**		
Date of Inspection			**Conducted by**		
Equipment Status	**New**		**Leased**		**Modified**	

Area Inspection	**YES**	**NO**		**Yes**	**NO**
No Slip - Trip - Fall Hazards			Applicable Warning Signs posted		
Fire Extinguishers not blocked			No overhead hazards		
22" minimum passage clearance			Eyewash - shower not blocked		
Adequate area lighting			Doors not blocked		
Electric panels not blocked			Floor drains not blocked		

Equipment Inspection	**YES**	**NO**		**YES**	**NO**
Adequate machine guards			Hazards & Warning signs posted		
Operating procedure posted			Access panels fastened		
Electrical connections proper			Pipe & hose fittings tight		
Equipment secured to foundation			No sharp edges		
Controls accessible			Controls are labelled		
Indicating lights work			Emergency stop properly located		

Emergency stop works			Safety interlocks work		
Working procedure developed			Electrically grounded		
Equipment test procedures written			Equipment maintenance procedures		
Equipment tech manual available			Operator training completed		
Area floor plans modified			Planned Maintenance identified		
Operational check completec					

Deficiencies	Corrected by	Date

Equipment Status	Signature	Date
All deficiencies corrected		
Equipment ready for use		
Equipment released for use		

Acquisitions and Divestments SHEQ Assessment Form

Division; Mining Department: HR Date; 05/08/2026 Project

No…….
Brief description (Specify nature of project, whether its Construction, Procurement, Installation, Modification, Process Change etc.)

Issue/ Hazard/Risk	Mitigatory Measure	By Whom	By When
Fatigue	Utilise given breaks	Employee	Ongoing
Insufficient PPE	Compliance to PPE requirements	Supervisor	05/08/26
In adequate risk assessment	Training and awareness	Supervisor	05/18/26
Ill health	Medical Examination	Supervisor	05/08/26

Signing off

User Department Representative: C Mware Date: 05/08/2026

Project Manager/ Coordinator: P Mugweni Date: 05/08/2026

SSD/SHEQ Department: I Maparura Date.05/08/2026

Other (Specify job title): Date. 05/08/2026

Other (Specify job title): Date: 05/08/2026

Circulation of this document to include Executive head of User department and a copy to the SSD/SHEQ department